

NGWATHE LOCAL MUNICIPALITY ADVERTISEMENT



Ngwathe Local Municipality is a well-established municipality of integrity and a leader of best practices, a high performing organization, gearing itself to provide excellent and sustainable municipal services, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with a vision, for appointment to the below mentioned positions.

Remuneration: Ngwathe Local Municipality is a Category 4 municipality, with Total Remuneration package of: Minimum: R1 016 855, Midpoint: R1 158 646 and Maximum: R1 315 065 per annum as per Notice No. 3451 published in Government Gazette No 48789 of 14 June 2023. The pay scale will be determined by competence based assessment outcome, experience and qualifications.

Please note that the Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended will apply. **Leading Competencies:** Strategic Direction and Leadership, People Management, Program and project Management, Financial Management, Change Leadership and Governance Leadership. **Core Competencies:** Moral Competence, Planning and Organizing, Analyzing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus.

The applicant must be a South Africa Citizen or permanent resident in possession of a valid work permit with no criminal record. • He/she must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; and willingness to work irregular hours with extensive travelling. • A visionary, dynamic change agent with passion and commitment to make a difference. Ability to negotiate at all levels i.e. Local, Provincial and National Government spheres. Must have a valid driver's license and a suitable vehicle for proper performance of duties. Willingness to work irregular hours with extensive traveling. Computer literacy in MS Word, Excel and PowerPoint.

Place of work: Municipal Head Office, Parys

Appointments will be on a permanent basis subjected to an annual performance contract.

Reporting directly to the Municipal Manager, the following appointments will be made in line with section 56 of the Local Government Municipal Systems Act 32 of 2000, as amended and relevant Local Government Regulations applicable to the appointment of Senior Managers.

1. CHIEF FINANCIAL OFFICER

KEY REQUIREMENTS:

A Post Graduate Degree or qualification in the fields of Accounting, Finance, or Economics (NQF Level 8) with a minimum of 120 credits or Chartered Accountant (SA)

ADDED ADVANTAGE:

- **Qualified CA or a Completed SAICA articles.**
- **Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or Certificate Program in Municipal Development (CPMD) or attain the qualification within 18 months from date of appointment.**
- **A Post Graduate or Relevant qualification will be a strong recommendation.**
- **Advanced understanding and experience of Budget and Finance Management.**

EXPERIENCE:

- **A Minimum of 7 (seven) years' experience at Senior and Middle Management levels, of which at least 2 years must be at Senior management level preferably in Local Government level/ Public service.**
- **Have proven successful institutional transformation within Public or Private sector.**
- **A proven track record of managing Financial services unit.**

KNOWLEDGE:

- **Knowledge of the Local government environment or sound business experience in a commercial environment. Practical knowledge of the Local government environment or sound business experience in a commercial environment. Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury regulations and other Legislation including proven experience in its application; Good practical knowledge of Municipal Property and relevant regulations; Knowledge of GRAP (Generally Recognised Accounting Practices); Track record in preparations and management of strategic plans, business plans and budgeting; An excellent track record in the implementation and maintenance of sound financial system; The ability to work under pressure; Computer literacy; Knowledge and understanding of Computerized Financial system, Spreadsheet, Databases and Word Processing. Budget and Finance management; and Must be able to compile credible Financial Statements and Asset Register.**

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- **Strategic Leadership and Management and Strategic Financial Management.**
- **Responding to National Treasury strategic goals and Operational Financial Management.**
- **Governance, ethics and values in Financial Management and Risk and Change Management.**
- **Financial and Performance Reporting and Project Management.**
- **Risk and Change Management and Legislation, Policy Formulation and Implementation.**
- **Audit and Assurance and Supply Chain Management and Stakeholder relations.**

KEY COMPETENCIES:

The successful incumbent will be directly reporting to and accountable to the Accounting Officer and will be expected to carry out duties of the CFO as contained in the *Municipal Finance Management Act (And regulations) Act 56 OF 2003* as updated and responsible for but not limited to:

- Advise and assist the Accounting Officer and Senior Managers in the exercise of the powers and functions assigned and delegated in terms of the MFMA and other relevant legislation.
- Provide strategic leadership for all functional areas in the Financial department/Directorate
- Lead, manage and directs staff in the Finance department/ Directorate to ensure achievement of objectives and targets
- Ensure the effective implementation of the Municipal Finance Management Act.
- Monitor compliance with the Municipal Finance Management Act and relevant Legislations.
- Provide financial direction and advice to other Directors and for projects and programmes of interest to the municipality. Financial planning in terms of providing framework for financial accountability.
- Ensure compliance with best practice accounting norms and standards including Mscoa.
- Foster a good working relationship with the Auditor General's Office and other stakeholders.
- Contribute to Policy Development.

CORE MANAGERIAL COMPETENCIES:

The following managerial competencies as described in the Performance Regulations are essential:

- Knowledge Management and service delivery innovation.
- Problem solving and analytical thinking, People and Diversity Management.
- Client orientation and customer focus
- Excellent verbal and written communication skills.
- Advanced mediation and negotiations skills and advanced influencing skills.

AREAS OF RESPONSIBILITY:

The Chief Financial Officer is the administrative head of the Finance Directorate/ Department and has the following delegated functions:

Budget preparation, monitoring and reporting.
Accounting and Analysis and Financial reporting.
Cash Management and Debt Management.
Supply Chain Management and Financial Management.

2. DIRECTOR COMMUNITY SERVICES – REF 102/23

MINIMUM REQUIREMENTS:

- Bachelor Degree in Public Administration/ Political Sciences/Social Sciences/ Law or other relevant field or equivalent qualification, registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits.
- Registered with Professional body will be an added advantage

ADDED ADVANTAGE:

- A relevant post graduate qualification
- Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or Certificate Program in Municipal Development (CPMD) or **attain the qualification within 18 months from date of appointment;**
- Registration with the South African Council for Social Service Professionals (SACSSP), or relevant recognized professional body

EXPERIENCE:

- A Minimum of Five (5) years' experience at Middle Management Level.
- A proven successful institutional transformation within Public or Private sector.

KNOWLEDGE:

- Good knowledge and understanding of Local Government environment and relevant policies and legislation;
- Good knowledge and understanding of institutional governance systems and Performance Management;
- Good knowledge of corporate support service, including: Human Capital Management, Legal Services, Facilities Management, Information Communications Technology (ICT), Council Committee Support Services, Registry and Office Auxiliary Services, Communications and Customer Relations Management;
- Extensive knowledge and understanding of community services and Public safety functions
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- An extensive knowledge and understanding of community services and public safety functions. Understanding of legislations related to: Parks and Recreation, Cemeteries, Traffic Management, Fire & Rescue, disaster management and Solid Waste management. Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills. Excellent communication and report writing skills.

SKILLS AND COMPETENCIES:

Good knowledge and understanding of relevant policy and legislation and Councils operations. Strategic leadership and management. Strategic financial management. Governance, ethics and values in public sector. People management. Program and project management. Change leadership. Report writing and presentation skills.

KEY PERFORMANCE AREAS

- Manage the entire Community and Social Services Directorate and provide advice on Local Government legislative Prescripts.
- Strategic planning, organizing, lead and controlling all activities of the Directorate.
- Draft and control Directorate's activity based budget.
- Develop and implement the Directorate SDBIP, lead and direct staff to ensure implementation.
- Develop strategies that enhance service delivery in the municipality and promote good relations and participation of beneficiaries.

- Responsible for all assets, income and expenditure related to Directorate.
- Ensure that municipal services within area of responsibility are provided to the local community in an equitable manner taking into consideration quality cost and time.
- Consult the local community about municipal services within area of responsibility provided.
- Support municipal strategy.

3. DIRECTOR CORPORATE SERVICES

MINIMUM REQUIREMENTS:

- A bachelor's degree in Public Administration/ Management Science/ Law/ other relevant field or equivalent qualification, registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits

ADDED ADVANTAGE:

- A relevant post graduate qualification
- Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June **2007** or **Certificate Program in Municipal Development (CPMD) or attain the qualification within 18 months from date of appointment;**
- Registration with the South African Council for Social Service Professionals (SACSSP), or relevant recognized professional body

EXPERIENCE:

A Minimum of Five (5) years' experience at middle management level.

- A proven successful institutional transformation within public or private sector.

KNOWLEDGE:

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of corporate support systems including:
 - Human Capitals,
 - Legal Services,
 - Facilitation Management,
 - Information technology and council support.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- Good governance, Labour relations Act and other labour relations prescripts,
- Knowledge of co-ordination and oversight of all specialized support functions.

- Legal Background and capital management coordination and oversight of specialized support function.
- An extensive knowledge and understanding of corporate services functions. Understanding of legislations related to: Human Resources Management, Legal Service, Information and Communication Technology (ICT), Administration Services, Council and Committee administration, corporate support to other directorates. Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills. Excellent communication and report writing skills.

SKILLS AND COMPETENCIES:

Good knowledge and understanding of relevant policy and legislation and Councils operations. Strategic leadership and management. Strategic financial management. Governance, ethics and values in public sector. People management. Program and project management. Change leadership. Report writing and presentation skills.

KEY PERFORMANCE AREAS

- Manage the entire Corporate Services Directorate and provide advice on Local Government legislative Prescripts.
- Strategic planning, organizing, lead and controlling all activities of the Directorate.
- Draft and control Directorate's activity based budget.
- Develop and implement the Directorate SDBIP, lead and direct staff to ensure implementation.
- Develop strategies that enhance service delivery in the municipality and promote good relations and participation of beneficiaries.
- Responsible for all assets, income and expenditure related to Directorate.

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. We appreciate your demonstrated interest of being part of Ngwathe Local Municipality.
2. Only SA citizens or permanent residents are eligible to apply.
3. Applicants must submit a completed Application Form (Annexure C) as per the Government Notice No. 21 published in Government Gazette no 37245, dated 17 January 2014 (Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers) available from our municipal website: on www.ngwathe.fs.gov.za. No Application will be considered if it is not on the Official Application Form. The application form must be originally completed and accompanied by a detailed CV with at least 3 contactable references (telephonically and e-mail), and originally certified copies (not older than 3 months) of qualifications, identity document, and driver's license together with a covering letter clearly depicting the post applied for and enclosed in an envelope clearly marked.

Applications for these vacancies, in a sealed envelope, each position's application in its own separate envelope, clearly indicating the position you are applying for must be hand – delivered at the Municipal offices situated at Parys, Liebenbergstrek, Free State, between 7h45 and 16h15. The envelope should be for the attention of;

**The Acting Municipal Manager:
Ngwathe Local Municipality**

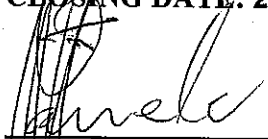
Women and Persons with disabilities are encouraged to apply.

4. Faxed, Posted or e-mailed applications will not be considered;

5. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof;
6. Short-listed candidates will be subjected to vetting processes (i.e. reference and qualification checks as well as any previous misconduct or criminal record verification) to determine suitability and sign of indemnity forms;
7. The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter);
8. Recommended candidate(s) will be subjected to a competency based assessment over 2 day's prior appointment;
9. The successful candidate will be required to sign an Employment Contract before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergo the necessary Security Vetting Processes;
10. On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity. Confirmation thereof must be submitted on appointment.
11. The incumbent will be stationed at Ngwathe Local Municipality situated in Parys, but may be deployed anywhere within the municipal jurisdiction depending on the operational requirements;
12. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of two months after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
13. The successful candidate will be reporting directly to the Municipal Manager;
14. A candidate who canvasses for preference will be disqualified;
15. Fraudulent qualifications, information or documents will disqualify any applicant;
16. The Council reserves the right not to make an appointment if, in its view, no suitable could be found;
17. The Council will not pay travelling costs for attending interviews.
18. **APPLICANTS WHO HAD PREVIOUSLY APPLIED FOR ANY OF THE ABOVE POSITIONS ARE REQUIRED TO RE-APPLY FOR CONSIDERATION.**

All enquiries can be directed to the Office of the Acting Director Corporate Services: Mr. Siphwe Caleni, during Office Hours on 056 816 2727.

CLOSING DATE: 26 OCTOBER 2023.



Mr. T. Manele
Acting Municipal Manager



NGWATHE MUNICIPALITY

A well-established local municipality of integrity and a leader of best practices, Ngwathe Municipality is a high performance organization, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following position on a Four (4) Year fixed-term performance-based contract not exceeding one (1) year from the election of the new council. The incumbent will be based at Head Office, Parys:

POSITION: MUNICIPAL MANAGER

The appointment will be made in compliance with the provisions of sections 54A of the Local Government: Municipal Systems Act as amended by Act, 3 of 2022. Appointment will be for a Four (4) Year fixed-term performance-based contract not exceeding one (1) year from the election of the new council.

Remuneration: Ngwathe Local Municipality is a Category 4 Municipality, with Total Remuneration package of: Minimum: R1 213 607, Midpoint: R1 411 174 and Maximum: R1 608 718 per annum as per Notice No. 3451 published in Government Gazette No 48789 of 14 June 2023. *The pay scale will be determined by competence based assessment outcome, experience and qualifications.*

REQUIREMENTS:

- Bachelor Degree in Public Administration/ Political Sciences/Social Sciences/ Law or equivalent,
- A minimum of five (5) years' experience at senior management level, preferably in Local Government,
- Have proven successful institutional transformation within public or private sector;
- Extensive Experience in financial Management, policy development and management, strategic planning and implementation, program management, monitoring and evaluation and reporting on services delivery
- Computer literacy in MS Word, Excel and PowerPoint.

OTHER REQUIREMENTS:

The potential candidate must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions and discharge of duties; Willingness to work irregular hours with extensive traveling; Compliance with limitation of political rights as contained in Sec 71B of the Municipal Systems Amendment Act, No 3 of 2022.

ADDED ADVANTAGE:

Certificate in Municipal Finance Management (MFMP) (SAQA Qualification ID No. 48965) or Certificate Program in municipal Development (CPMD) or must attain within 18 months from date of appointment and registration with a relevant Professional body will serve as a strong recommendation.

COMPETENCIES:

LEADING COMPETENCIES: Strategic Direction and Leadership, People Management, Program and Project Management, Financial Management, Change Leadership and Governance.

CORE COMPETENCIES: Moral Competence, Planning and Organizing, Analyzing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus.

KNOWLEDGE:

The candidate will be expected to demonstrate:

- Advanced knowledge and understanding of relevant policy and legislation;
- Advanced understanding of institutional governance systems and performance management;
- Advanced understanding of Council operations and delegation of powers;
- Good governance;
- Audit and Risk Management establishment and functionality; and
- Budget and Finance Management

KEY PERFORMANCE AREAS:

Guided by Sec 55 of the Municipal Systems Act 32 of 2000 as Amended and subject to policy direction of council; the Municipal Manager is expected to demonstrate the following:

- Development of a comprehensive municipal strategy to ensure effective and efficient human capital administration,
- Management of service delivery plans and goals for the provision of community and emergency services functions.
- Oversee proper implementation of planning and reindustrialization strategies.
- Ensure Good Governance & Public Participation, Basic Service Delivery & Infrastructure Development, Institutional Transformation & Development, Management, Local Economic Development & Tourism and Financial Viability with the MFMA, National Treasury Regulations and all relevant legislation.
- Direct the development of financial systems, manage revenue and expenditure, risk, budgeting and audit compliance.
- Ensure the development and implementation of performance management systems.
- Ensure implementation of council policies and resolutions. Communicate effectively with all municipal stakeholders.
- Display and build the highest standard of ethical and moral conduct.
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. We appreciate your demonstrated interest of being part of Ngwathe Local Municipality.
2. Only SA citizens or permanent residents are eligible to apply.
3. Application form: The applicant must submit an originally completed standard application form (Annexure C of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, Government Notice No. 21, Gazette 37245 of 17 January 2014) which can be downloaded directly from www.gpwonline.co.za or municipal website www.ngwathe.fs.gov.za together with their CV containing at least three contactable references (telephonically and e-mail) and originally certified copies (not older than 3 months) of qualifications, ID/ proof of permanent residency, driver's license and covering letter depicting the

- reference number of the post applied for and enclosed in an envelope clearly marked "Application for the post: Municipal Manager".
4. Faxed or emailed applications will not be considered;
 5. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof;
 6. Short-listed candidates will be subjected to reference checks, criminal record check and signing of indemnity forms;
 7. The applicant gives consent that their personal information may be accessed for verification purposes either by the municipality or agent appointed to represent the municipality in adherence to the POPI Act. (attach consent letter);
 8. Recommended candidates will be subjected to a competency based assessment over 2 day's prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014;
 9. The successful candidate will be required to sign an Employment Contract before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes;
 10. The incumbent will be stationed at Ngwathe Local Municipality's head office situated in Parys, but may be deployed anywhere within the municipality depending on the operational requirements;
 11. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of two months after the closing date of the advertisement, kindly accept that your application has been unsuccessful;
 12. The successful candidate will be reporting directly to the Accounting Officer;
 13. The municipality reserves a right not to appoint any applicant to this position;
 14. A candidate who canvasses for preference will be disqualified;
 15. Fraudulent qualifications, information or documents will disqualify any applicant
 16. Applications must be directed to: The Executive Mayor: Me. VE De Beer, Ngwathe Local Municipality, P.O Box 359, PARYS, 9585, or hand-delivered at the office of the Municipal Manager, LIEBENBERGSTREK, PARYS.

Further enquiries may be directed to: The Acting Director Corporate Services, Mr. Siphwe Caleni at tel. 056 816 2700 during office hours.

CLOSING DATE: 26 OCTOBER 2023



Signed
CLLR VE DE BEER
EXECUTIVE MAYOR